



## **DEPUTY COMMUNITY DEVELOPMENT MANAGER – REDEVELOPMENT AND REVITALIZATION DIVISION**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize and administer the activities and operations of the Revitalization and Redevelopment Division; and to provide responsible and complex administrative support to the Community Development Manager. This position is a deputy department head who cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide the Division's services to internal and external customers.

### **Supervision Received and Exercised:**

Receives general direction from the Community Development Manager.

Exercises administrative supervision over professional, technical and clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Insure that internal and external customers are provided the Division's services in the most courteous, friendly and facilitatory manner possible.
- Administer, plan, and direct the activities of the Revitalization and Redevelopment Division, including the Redevelopment; Housing Assistance, Development, and Grants; Neighborhood Rehabilitation and Revitalization; and Code Compliance Programs.
- Develop, plan, implement, and manage Division goals, objectives and workplans; assign work activities, projects, and programs; monitor workflows;

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### Deputy Community Development Manager –Redevelopment and Revitalization Division (continued)

recommend, administer, review and update administrative practices, procedures and policies.

- Select, train, motivate and evaluate subordinate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures; implement discipline and termination procedures.
- Advise, consult and provide information to the Community Development Department Manager regarding redevelopment, housing, neighborhood rehabilitation and code compliance issues and policies.
- Coordinate Division activities with those of citizens, other departments and outside agencies, neighborhood organizations, and the development community; provide staff assistance to the Community Development Department Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Confer with engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in acquiring information and coordinating redevelopment, neighborhood revitalization, and housing matters; provide information regarding City development requirements.
- Manage the development and administration of the Division budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Implement Federal Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and Neighborhood Enhancement programs; administer and prepare annual applications for federal, State, or other funds; administer, prepare and recommend annual funding allocations.
- Review and approve a variety of contracts and agreements pertaining to related grants and program participants; send and receive a variety of correspondence regarding grants and programs; prepare and submit reports, correspondence and other required documents to federal, State, and other agencies.
- Coordinate Division activities within Community Development, City departments, and other municipalities and agencies; consult with the City Council and City staff on improving, preserving, and revitalizing housing and neighborhood programs.
- Analyze, develop and present recommendations on complex housing and neighborhood revitalization proposals and issues; provide technical expertise to various boards, commissions, and the City Council in the formulation of recommendations of staff reports and review of programs.

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- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens, applicants, clients and property owners in an open and creative manner. Communicate and provide information to the public regarding redevelopment, housing, neighborhood revitalization and code compliance matters through correspondence, interviews, and telephone calls.
- Develop and maintain working relationships with community, service, and civic organizations and groups.
- Participate in a variety of boards, commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings; attend and participate in professional groups and committees.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans for various boards, committees, commissions and the City Council.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible professional experience in administering housing, redevelopment, related federal grant, and/or neighborhood revitalization programs, including two years of administrative and supervisory responsibility.

#### **Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, economics, business administration, or a related field. A Master's Degree in a related field is preferred.

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Division (continued)

**This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 5106**

**FLSA: Exempt**

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